

CENTRALIZED PAYROLL

While recognizing the independent civil status of parish corporations and incorporated Catholic schools in Eastern Washington, the Diocese of Spokane has a fiduciary responsibility to the People of God to guarantee accountability in areas of financial management. This is particularly so with regard to the management of employee payroll to see that it is done in an accurate, consistent, complete, and timely manner.

Effective January 1, 2015, the monthly payroll for all diocesan priests or transitional deacons employed by the parishes, Catholic schools, or diocesan administrative offices in the Diocese of Spokane shall be managed by the entity, Catholic Administration Services, a service agency established as a corporation independent of the governance structure of the Diocese of Spokane, a corporation sole. The corporation shall have no authority to set salaries or make any decisions related to the amounts of payments and allocations it tracks and applies in the management of payroll and benefits.

Effective July 1, 2015, the monthly payroll for permanent deacons or laity employed by the parishes, Catholic schools, or diocesan administrative offices in the Diocese of Spokane also shall be managed by Catholic Administrative Services.

Payroll management shall include an accounting of the following fiscal matters:

- Salary
- Federal and FICA payments and deductions
- Washington State industrial insurance payments and deductions
- Health insurance payments and deductions
- Personal retirement payments or deductions [not parish assessment]
- Earned sick leave
- Earned vacation days

Catholic Administration Services will provide the individual employee and his/her employing entity monthly verification that his/her payroll management has taken place.

Using a common form provided by Catholic Administration Services, the parish or other Catholic entity is responsible for submitting by a determined deadline all information related to the month's payroll. Exchange of funds among entities, employees and Catholic Administrative Services shall take place via direct deposit and automatic withdrawal of funds in the corporation, which funds are always to be held separate from funds related to diocesan operations.

Catholic Administration Services is authorized to contract with individual parishes and other Catholic entities for the services it provides. Payment is to be made in accordance with a published scale. The fee schedule must be approved in writing by the Bishop.

Catholic Administrative Services must be protected by insurance coverage at a level reasonable for institutions of its kind.

Any exceptions to, or special applications of, this policy must be approved in writing by the Bishop.

Approved: _____ Date: October 17, 2014

Bishop Blase J. Cupich